



City of Santa Fe

Residential Multi-Purpose Building Permit Checklist

(Additions, Carports, Garages, Sheds, Exterior & Interior Remodels, Re-Roofing and Demolitions)

**Applications are accepted Monday through Friday
8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. by the
Building Permit Division located at 200 Lincoln Avenue,
Santa Fe, NM 87504.**

Applications will be accepted only after full completion of the items herein once verified by the City Building Permit Specialist. Contents herein are minimum compliance requirements for applicable federal, state and local codes and standards including the 2006 New Mexico Residential Code. For specifics, contact a Building Plan Reviewer at (505) 955-6588.

PRE-REQUISITE APPROVALS: The following pre-requisite approvals must accompany the building permit application: (if applicable)

- ☐ Address Issuance or Verification – [Form A](#)
- ☐ Final Board or Committee Action including filing of appropriate documents plats and development plans – Current Planning Division
- ☐ Water Budget Approval – [Form B](#)
- ☐ Energy Code Compliance (Checklist, Application Worksheet or *REScheck* software)
- ☐ Flood Plain Verification/Flood Hazard Report (if applicable) – Technical Review Division
- ☐ Historic Preservation District Approval - [Form D](#)
- ☐ Escarpment Overlay District Approval – [Form E](#)
- ☐ Archeological Clearance Permit – See Historic Preservation Division
- ☐ Affordable Housing Certification – [Form F](#)
- ☐ Notarized Guesthouse Affidavit – [Form H](#)
- ☐ Accessory Use Affidavit – [Form I](#)
- ☐ Liquid Waste and/or Well Permit w/two percolation tests – New Mexico Environmental Department - NMED
- ☐ Notarized Zoning Affidavit – [Form J](#)
- ☐ Homeowner's Affidavit – [Form K](#)

MINIMUM SUBMITTALS/BUILDING PERMIT APPLICATION

Three (3) complete sets of proposed construction plans, pre-requisite compliance documents and information described below:

Residential Multi-Purpose Building Permit Checklist

ADDITIONS, CARPORTS, GARAGES AND SHEDS

- _____ **1. Building Permit Application:** Complete all required fields and answer all questions. Blue or Black ink only.
- _____ **2. Legal Lot of Record:** City approved subdivision plat. In the absence of an approved plat, provide a warranty deed and/or survey dated pre 1962 describing the meets and bounds of the property.
- _____ **3. Property Location/Vicinity Map:** Depict nearest street intersections and north arrow. May be placed on the site plan.
- _____ **4. Development Plan (if applicable):** City approved with signatures and Santa Fe data recording data.
- _____ **5. Site Plan:** (Minimum scale 1"=20') must include:
- a. North arrow
 - b. Official property address
 - c. Zone district and proposed use of property
 - d. Street names
 - e. Lot dimensions, meets and bounds
 - f. Lot area and acreage
 - g. Existing and proposed improvements
 - h. Setbacks: Label distances from all existing and proposed structures to property lines and distances between multiple buildings. Include roof overhangs, portals, trellis structures, posts, columns, canopies, sidewalks, and patios. distances between all structures
 - i. topographical information (contours)
 - j. easements
 - k. location of required off-street parking and parking access – two per dwelling unit, one per guesthouse
 - l. location of existing and proposed utilities
 - m. location of existing and proposed impervious areas
 - n. existing and proposed wall and fences
 - o. required open space requirements
 - p. flood zones and other drainage discharges
 - q. label pre-existing structures, driveways, etc. as **"EXISTING"**; label all proposed development **"PROPOSED"**
- _____ **6. Foundation Plan & Section:** Indicate the type of foundation and the size of footing used
- _____ **7. Framing Plan, Roof Plan and Sections:** Show size and spacing of framing members, methods, typical wall section, and requirements of the energy standards for new heated space

Residential Multi-Purpose Building Permit Checklist

- _____ **8. Floor Plan:** Show details and location of walls, supports, size and location of doors, windows, electrical outlets, heaters, plumbing fixtures, smoke detectors, stairs and fireplaces
- _____ **9. Elevations:** Show all sides of the proposed structure
- _____ **10. Terrain Management Requirements (if applicable):**

Minor Development Project Terrain Management Submittal Requirements All of the following criteria must be met for a project to be considered "Minor Development". (Article 14-8.2, SFCC 1987).

1. no more than 3,500 square feet of new impervious surface proposed;
2. no more than 5,000 square feet of total disturbance on the legal lot;
3. no more than 10% slopes disturbed and
4. drainage pattern is maintained (any new impervious surface means that the drainage pattern is NOT maintained).

☐ **Grading and Drainage Plan (Minimum scale 1"=20') must include:**

- the location of all impervious surface with square footage identified;
- calculation of stormwater requirement. New impervious surface square footage multiplied by 16% (.16) equals the cubic feet of storage required;
- Stormwater storage capacity based on the calculation above. Detention pond, retention pond, infiltration device, active water harvesting or passive water harvesting are all acceptable;
- Sufficient topographic information to show that there are no slopes greater than 10% disturbed. Include sea level datum at two foot contour intervals. This can be obtained from the City's interactive website;
- If a retaining wall or yard wall is proposed, the top and bottom of wall elevations must be included along with the soil elevation on each side of the wall;
- 1% chance event floodplain (100 year floodplain) if located on the legal lot. This must be stamped and sealed by a licensed New Mexico surveyor and must be based on the best available data.
- All proposed grading, new final contours, slope limits, spot elevations including all surfaces as per (Article 14-8.2, SFCC 1987);
- All easements.
- Erosion protection of all disturbed areas indicating methods to be used (Article 14-8.2, SFCC 1987).

EXTERIOR AND INTERIOR REMODEL

- _____ **1. Building Permit Application:** Complete all required fields and answer all questions. Blue or Black ink only.

Residential Multi-Purpose Building Permit Checklist

- _____ **2. Legal Lot of Record:** City approved subdivision plat. In the absence of an approved plat, provide a warranty deed and/or survey dated pre 1962 describing the meets and bounds of the property.
- _____ **3. Site Plan:** (Minimum scale 1"=20') Must include the position of the proposed project in relation to the existing buildings, walls/fences, property lines and public utility easements
- _____ **4. Floor Plan:** Show details of all improvements including door & window schedules for new or modified doors & windows
- _____ **5. Framing Plan, Roof Plan and Section:** Show/indicate size and spacing of framing members if new walls are being constructed to include typical wall sections
- _____ **6. Sections:** Include fireplace and stair cross sections, details and specifications when applicable

RE-ROOF

- _____ **1. Building Permit Application:** Complete all required fields and answer all questions. Blue or Black ink only.
- _____ **2. Legal Lot of Record:** City approved subdivision plat. In the absence of an approved plat, provide a warranty deed and/or survey dated pre 1962 describing the meets and bounds of the property.
- _____ **3. Site Plan:** (Minimum scale 1"=20') Must include the position of the proposed project in relation to the existing buildings, walls/fences, property lines and public utility easements
- _____ **4. Roof Plan:** Include re-roof materials and installation methods/alternative building materials, fireblocking, etc.

DEMOLITION OF STRUCTURES

- _____ **1. Building Permit Application:** Complete all required fields and answer all questions. Blue or Black ink only.
- _____ **2. Legal Lot of Record:** City approved subdivision plat. In the absence of an approved plat, provide a warranty deed and/or survey dated pre 1962 describing the meets and bounds of the property.
- _____ **3. Site Plan:** (Minimum scale 1"=20') Must include the position of the proposed project in relation to the existing buildings, walls/fences, property lines and public utility easements
- _____ **4. Required/Special Inspections:** Asbestos Abatement required for (4) or more dwelling units

Residential Multi-Purpose Building Permit Checklist

IMPORTANT INFORMATION ABOUT SUBMITTAL

Submittal Intake

Three (3) complete sets of plans meeting the minimum criteria of the Building Permit Submittal Checklist are to be submitted in person to the Building Permit Division, 200 Lincoln Avenue, Santa Fe, NM 87504, First Floor, West Wing.

Application Tracking: Monitor the status of the application using the City's Voice Inspections/Permit System (VIPS). (505) 955-6110, Option 4. The pass code is the application tracking #.

Fees

Plan check and building permit fees are based on Resolution No 2008.83 which is available upon request or at <http://www.santafenm.gov/index.asp?nid=167>. A plan check fee will be collected at application, the remainder plus any impact fees will be collected at permit issuance.

Revisions

Plans will be reviewed for compliance and either approved or rejected. Rejected plans must be corrected for compliance and resubmitted after the initial review cycle has been completed. The applicant will receive a phone call from the Building Permit Expeditor when revisions can be accepted.

Homeowner's Permits

The homeowner's permit covers general, residential construction only. No more than one (1) homeowner's permit for a single-family dwelling shall be issued to the same person within any twelve (12) month period. Any person applying for a homeowner's permit must sign an affidavit issued by the State of New Mexico Construction Industries Division and the City of Santa Fe acknowledging responsibility and liability.

An examination may be taken by homeowner's who plan to perform their own electrical and plumbing work. **This applies to residential projects only.** The fee for the electrical exam is \$15.00 and the fee for the plumbing exam is \$10.00. Applicants must pass the exam and submit a copy of the test to the Building Permit Division before the permit can be issued. Please contact the Inspections and Enforcement Division for testing dates, location, and other criteria at (505) 955-6646.

General Contractor Licensing

The General contract must obtain valid Santa Fe City Business License and a valid New Mexico State Contractor's License before a permit will be issued.

Permit Notification and Inspections

Once a building permit is issued, it is the responsibility of the permittee to immediately post the Building Permit Poster in a conspicuous place visible from the public way, to place the approved perforated plans and supporting documents at the site for inspectors and to schedule required inspections.

Permit Expiration/Extensions

A building permit is valid for one year from date of issuance provided construction has commenced within 180 days, otherwise, the permit becomes invalid. An extension may be granted by the Building Permit Division if requested in writing by the applicant before the permit expires.

Appeals

Appeals may be filed by any person aggrieved by any decision made by officials administering Article 14-3.17, SFCC 1987. Such appeals must be filed within thirty (30) days of issuance of the building permit.